

# 1 List of Supporting Documents

ID	Application Form
1	Completed Application Form
2	Application Form Signed by Both Student & Co-applicant If any changes are made in the application form, then respective person needs to initial near the corrections
3	2 Passport Size Photo of Student to be pasted and crossed signed on the Application Form
4	1 Passport Size Photo of Co-applicant to be pasted and crossed signed on the Application Form

ID	Know Your Customer (KYC) Documents
1	Photo ID (Any one of the following) PAN Card Passport (Either PAN Card or Passport is compulsory) Driving License Voter's ID Card Identity Card issued by Employer (Central Govt. or State Govt.) Aadhaar Card
2	Residence Proof (Any one of the following) Passport With Address Bank Statement With Address Utility (Electricity, Water, etc.) Bill (latest bill not more than three months old) Telephone Bill (latest bill not more than three months old) Registered Leave and License Agreement supported with an address proof / utility bill in the name of the landlord Voter's ID Card
3	Signature Verification – Student / Co-Applicants (Any one of the following) PAN Card Passport Credila's Completed Signature Authentication Form Authenticate by a Bank 10 <sup>TH</sup> / 12 <sup>TH</sup> or equivalent Mark sheet with signature for student below 21 years

ID	Education Related Documents
1	Academic Documents of Student (All the below) Mark sheet/Certificate of 12 <sup>th</sup> or Equivalent Mark sheet/Certificate of Last Semester/Year/Degree e.g. BE, B.Com, B.Sc., etc. Mark sheet of any Entrance Exam (whichever is applicable) Studies in India: CAT, CET, etc. Studies Abroad : GRE/GMAT/TOFEL/IELTS Scholarship Documents (if applicable)
2	Proof Of Admission Printed Admission Letter from the Institute on its Letterhead with Institute's Address USA Applicant : I-20 Form UK Applicant : CAS Letter

ID	Financial Documents
	<b>Co-Applicant: Salaried (All the Following)</b>
1	Latest 6 Months Bank Statements where salary is credited every month. (If more than one bank account, provide copies of all active bank accounts)
2	Latest 3 Salary Slips or Salary Certificate on Employer's Letterhead
3	Latest 1 Year's Form 16 from Employer Along with 1 Year's Income Tax Returns
4	Any other income proof that is not reflected in the above documents viz. Rent Agreement, etc.
	<b>Co-Applicant: Self Employed – Professional (All the Following)</b>
1	Latest 8 Months Current A/c Bank Statements of the Bank Account where Business receipts are credited every month.(If more than one bank account, provide copies of all active bank accounts)

2	Latest 8 Months Savings A/c Bank Statements (If more than one bank account, provide copies of all active bank accounts)
3	Latest 2 Year's Personal Income Tax Returns with IT acknowledgement
4	Latest 2 Year's Audited Financials of the Company including Computation of Income, Balance Sheet, P&L & all the Schedules  Note: If the case is logged-in in the month of April, May, June, July then Provisional Financials of the Company for the Last Financial Year are required. Cases logged in post 1 <sup>st</sup> Nov need to accompany with latest IT returns
5	3CB & 3 CD to be collected for Professional with Turnover more than 15 lacs and for others whose turnover is more than 60 Lacs*
6	Proof of Establishment of the Firm (Shop Act, TIN No, Service Tax Registration Copy, SSI Certificate, etc.)
7	Copy of qualification / degree certificate
	<b>Co-Applicant: Self Employed – Proprietorship (All the Following)</b>
1	Latest 8 Months Current A/c Bank Statements of the Bank Account where Business receipts are credited every month.(If more than one bank account, provide copies of all active bank accounts)
2	Latest 8 Months Savings A/c Bank Statements (If more than one bank account, provide copies of all active bank accounts)
3	Latest 2 Year's Personal Income Tax Returns with IT acknowledgement
4	Latest 2 Year's Audited Financials of the Company including Computation of Income, Balance Sheet, P&L & all the Schedules  Note: If the case is logged-in in the month of April, May, June, July then Provisional Financials of the Company for the Last Financial Year are required. Cases logged in post 1 <sup>st</sup> Nov need to accompany with latest IT returns
5	3CB & 3 CD to be collected for Professional with Turnover more than 15 lacs and for others whose turnover is more than 60 Lacs*
6	Proof of Establishment of the Firm ( <b>Shop Act, TIN No, Service Tax Registration Copy, SSI Certificate, etc.)</b>
	<b>Co-Applicant: Self Employed – Partnership Firm (All the Following)</b>
1	Latest 8 Months Current A/c Bank Statements of the Bank Account where Business receipts are credited every month.(If more than one bank account, provide copies of all active bank accounts)
2	Latest 8 Months Savings A/c Bank Statements (If more than one bank account, provide copies of all active bank accounts)
3	Latest 2 Year's Personal Income Tax Returns with IT acknowledgement
4	Latest 2 Year's Audited Financials of the Company including Computation of Income, Balance Sheet, P&L & all the Schedules along with IT acknowledgement  Note: If the case is logged-in in the month of April, May, June, July then Provisional Financials of the Company for the Last Financial Year are required. . Cases logged in post 1 <sup>st</sup> Nov need to accompany with latest IT returns
5	3CB & 3 CD to be collected for Professional with Turnover more than 15 lacs and for others whose turnover is more than 60 Lacs*
6	Copy of partnership deed
	<b>Co-Applicant who are Promoter Directors/Major Stakeholders : Self Employed – Pvt Ltd Co/Limited Co. (All the Following)</b>
1	Latest 8 Months Current A/c Bank Statements of the Bank Account where Business receipts are credited every month for Companies with Turnover Less than 60 lacs Only .(If more than one bank account, provide copies of all active bank accounts)
	Latest 8 Months Savings A/c Bank Statements (If more than one bank account, provide copies of all active bank accounts)
2	Latest 2 Year's Personal Income Tax Returns with IT acknowledgement
3	Latest 2 Year's Audited Financials of the Company including Computation of Income, Balance Sheet, P&L & all the Schedules along with IT acknowledgement  Note: If the case is logged-in in the month of April, May, June, July then Provisional Financials of the Company for the Last Financial Year are required. . Cases logged in post 1 <sup>st</sup> Nov need to accompany with latest IT returns
4	3CB & 3 CD to be collected for Professional with Turnover more than 15 lacs and for others whose turnover is more than 60 Lacs*
5	Articles of Association (AoA) Memorandum of Association (MoA)
6	Shareholding Pattern Certified by the CA

ID	Other Documents
1	Any document for establishing the relationship between the student and co-applicant viz. Ration card, Marriage Certificate, Birth Certificate, School Leaving Certificate, etc.
2	Account Statement for loans or credit card which had <b>delays in payment</b> (as proof of clarification)
3	For Students with past work experience last drawn salary slip to be documented
4	Proof for own source of funds (waived for US MS or Immovable property backed loans. For others cases explanation to the extent of 75% of CoE as per Credila's calculation to be documented including CREDILA Loan)
5	In case there is no landline connection at residence then mobile connection with postpaid billing along with the latest bill can be accepted.

NOTES:

- The report of audit, duly signed and verified by the chartered accountant is required to be given in such form and setting forth such particulars as prescribed by the Board. Rule 6G of IT Act provides that such audit report and particulars should be given in Forms No. 3CA/3CB as may be applicable and the statement of particulars should be given in Form No.3CD.
- For Salaried/SEP/SENP Co-applicants, Savings Bank statement should be enclosed for a period up to 15 days prior to date of login.
- For Self Employed Professional/Non Professional Co-applicant, Current/OD bank statement should be enclosed for a period up to 30 days prior to date of login
- Copy of PAN Card or Passport is compulsory for all Income Earning/retired Co-applicants.